

## Lost/Stolen Passports

Report a lost or stolen passport immediately!

If your passport was lost overseas, please contact the nearest U.S. Embassy or Consulate.

To report your valid passport lost/stolen by phone:

Call toll free 1-877-487-2778 or complete and sign Form DS-64 and mail to address provided on form.

To replace your lost/stolen passport:

Complete form DS-11 and form DS-64 in person at a Passport Agency or Acceptance Facility. Normal fees will apply.

Once a passport is reported lost/stolen it cannot be re-validated if then found.



The application fee is a non-refundable processing fee and is retained by the U.S. Department of State whether or not a passport is issued.

## Closest Regional Passport Agency

(If passport is needed in less than 2 weeks)

### Minneapolis Regional Passport Agency

United States Federal Office Building  
212 3<sup>rd</sup> Ave S  
Minneapolis, MN 55401  
1-877-487-2778

### Appointments Available From:

(Appointments are necessary)

8:00 am - 3:00 pm on Monday, Tuesdays  
Thursdays and Fridays

9:00 am to 3:00 pm on Wednesdays  
Excluding Federal Holidays

- You must pay the \$60 expedite fee in addition to regular fees
- Travel plans ARE required and departure date must be less than 2 weeks
- Passports will be issued within 2-5 business days of applying, possibly same day.

*\*The Regional Agency does NOT take passport photos so have photos taken prior to arriving\**



## Passport Information

Chippewa County Clerk's Office  
711 N. Bridge Street  
Chippewa Falls, WI 54729



Jaclyn J. Sadler - Chippewa County Clerk  
Amanda S. Richardson - Deputy Clerk  
Lisa A. Merrell - Deputy Clerk

Phone: 715-726-7980  
Fax: 715-726-7987

## Passport & Passport Cards

A passport book is required for all international travel by air for adults and children.

A passport card may be used for land and sea travel only to/from Canada, Mexico, Caribbean, and Bermuda. **The passport card cannot be used for international travel by air.**

Normal processing times for passports and cards is 4-6 weeks. Expedited 2-3 week processing is available for an extra \$60. (See back of brochure if needed in less than 2 weeks)

All first time applicants must apply in person at a local passport acceptance agency.

Application forms are available online at <https://travel.state.gov> and also at agencies.

Adult passports/cards are valid for 10 years  
Minor passports/cards are valid for 5 years

### ITEMS NEEDED TO APPLY

\* Application Form (use black ink only)

\* Birth Certificate, Certificate of Citizenship, Naturalization Certificate, Report of Birth Abroad or previously issued, undamaged passport

\* Identification- valid driver's license, current government ID, current military ID, or previously issued, undamaged passport

\* Passport Photo (We take photos here for \$10)

\* Check or money order (No cash or credit/debit cards)

## Passport Fees

### Adult First Time Applicants -Age 16 Years and Older (use form DS-11)

**Payments need to be separated.** The Passport Fee goes to the US Dept. of State and the Execution Fee goes to the County Treasurer. So either two checks/money orders are needed or one check for the State fee (no cash) and check or cash for the County Fee. **No debit/credit cards.**

#### Adult Passport Book

Passport Fee	Execution Fee	Total
\$110	+ \$35	= \$145

#### Adult Passport Card

Passport Fee	Execution Fee	Total
\$30	+ \$35	= \$65

### Minor First Time Applicant - Under age 16 (use form DS-11)

#### \* Minor Passport Book

Passport Fee	Execution Fee	Total
\$80	+ \$35	= \$115

#### \* Minor Passport Card

Passport Fee	Execution Fee	Total
\$15	+ \$35	= \$50

\* **Note:** Minors under age 16 must be present with **BOTH** parents. If one is unable, the absent parent will need to complete the Minor Consent form (DS-3053) and have it notarized along with a copy of front & back of driver's license. Minors age 16 & 17 need at least one parent present.

### Renewals (use form DS-82) (no execution fees)

Adult Passport = \$110.00

Adult Passport Card = \$30

\* Renewals are completed and mailed by the applicant with their previous passport, new photo and a check or money order made out to the **U.S. Department of State.**

## Optional Services

Expedited Processing (2-3 weeks) - \$60  
Overnight Delivery Return Fee - \$15.45  
File Search Fee - \$150

## Name Changes

If your passport was issued less than one year ago and you had a name change within that same year, you are eligible for a free name change. Items needed:

- \* Your current passport
- \* Completed form *Application for a US Passport: Name Change & Data Correction* (DS Form-5504)
- \* An original or certified copy of your marriage certificate or other evidence of name change
- \* New passport photo (taken within 6 months)

*\*If passport was issued more than one year ago or has not been expired more than five years, you may still renew your passport with form DS-82 and attach an original or certified copy of marriage certificate or other evidence of name change. Renewal fees apply.*

### Contact the U.S. Department of State

By Phone: 1-877-487-2778  
By Email: [NPIC@state.gov](mailto:NPIC@state.gov)

Check the status of your application at:  
<https://travel.state.gov>